LRO STUDY GUIDE BLOCK 6

I. Objective 1a: Describe the Roles and Responsibilities of Base Level Aerial Port Activities

A. USTRANSCOM: provides global transportation management, employing an integrated transportation and distribution system across the range of military operations through its transportation Component Commands: AMC, MSC, and SDDC

1. AMC: provides unified air refueling and transportation services for the DOD—airlift, air refueling, special air missions, and aeromedical evac missions

2. Commercial Partners—CRAF—can be activated within three stages:

a. Stage 1: composed of long-range assets; when activated carriers are given 24 hours to respond to a mission assignment

b. Stage 2: used when Stage 1 assets are insufficient; has a 24 hour response time after mission assignment with the exception of aeromedical evac missions which has a 48 hour response time

c. Stage 3: never been activated

B. In-Transit Visibility (ITV) and Mobility Systems

1. ITV is defined as the ability to track the identity, status, and location of DOD unit and non-unit cargo, passengers (pax), patients, forces, military and commercial airlift, sealift, surface assets, and personal property from origin to consignee or destination during peace, contingencies, and war

2. ITV timelines:

a. All unit movements = 1 hour

b. All sustainment air missions = 1 hour

c. Intratheater and CONUS movements = 2 hours

d. All sustainment sealift missions = 4 hours

3. Global Air Transportation and Execution System (GATES): an AMC Aerial Port management system at fixed locations that feeds GTN with AMC cargo and pax movement data

4. Global Decision Support System (GDSS) II: a consolidated command and control system that provides planning, scheduling, and airlift/mobility mission tracking capabilities at the unit and higher headquarter levels

5. Single Mobility System (SMS): a read-only web-based computer system that provides visibility of air, sea, and land transportation assets and provides aggregate reporting of cargo and pax movements

C. Aerial Delivery Section: prepares, rigs, and inspects Air Force supplies and equipment for AMC assigned airdrop missions and unilateral airdrop training

D. Cargo Operations

1. Regulations

a. DOD 4500.9R DTR Part II Cargo is the primary regulation that establishes DOD policies for cargo entering the DTS—integrates MILSTAMP policy procedures and codes

b. DOD 4515.13-R Air Transportation Eligibility implements DOD policies governing the use of DOD owned or controlled aircraft and establishes criteria for cargo and pax movement

c. AMCI 24-101 Volume 11 Cargo and Mail contains procedures and guidance designed to control and record the movement of cargo and mail throughout the AMC airlift system

2. Agency Responsibility

a. Consignor (shipper): responsible to ensure all cargo/mail tendered to AMC is packed, marked, labeled, and documented IAW DTR Part II and other applicable directives

i. Shipper prepares the DD Form 1384 (TCMD)

ii. Shipper sends the Advanced TCMD to the Air Clearance Authority/Customer Service Branch (ACA/CSB)

iii. Shipper sends the Prime TCMD with the cargo once approval is given to forward the cargo to the APOE

b. Customer Service Branch/Air Clearance Authority (CSB/ACA) \*Note: the term CSB is used for offices located within CONUS, ACA is used for office located overseas

i. The single point of contact between the consignor and the APOE

ii. Interfaces with the aerial port through the Air Terminal Operations Center (ATOC)

iii. Responsible for controlling the movement of cargo into the DTS

c. Aerial Port of Embarkation (APOE)

i. Provides the CSB/ACA with the air terminal’s capability information

ii. Processes cargo for airlift IAW AMCI 24-101 Volume 11

a. all general cargo/mail will be processes as soon as possible not to exceed 18 hours of receipt time

b. all Priority 1 (i.e. 999, MICAP, NMCS) cargo with expedite handlers will be processed within 12 hours of receipt time

iii. Cargo acceptance procedures

a. In-checker reviews all shipping documents and cargo packaging for compliance with DTR Part II

b. If a discrepancy is found it must be identified to the CSB/ACA for correction

c. Cargo with discrepancies is placed in the frustrated cargo area—AMC Form 33 Report of Frustrated Cargo is completed to document frustration

d. The AMC Form 33 is forwarded to CSB/ACA for tracking

iv. System Entry Time (SET): the date and time a shipment arrives at the initial APOE

v. First In, First Out (FIFO) concept: system based on priority destination, and amount of time in the airlift system

E. Special Cargo

1. Must be stored in the security cage and annotated on AMC Form 214, Security Cage Log and Inventory

2. Must have a DD Form 1387-2, Special Handling Data Certification affixed to its container—prepared by the shipper

3. Remains of Deceased Personnel

a. Provided 999 handling status

b. If no flight is scheduled or there is a delay of over 18 hours, a request is submitted to HQ AMC for a diversion of a mission to prevent delay in movement of more than 24 hours

c. Can be stacked—most that can be moved on a pallet is 12

d. Must have separate cargo manifest

4. MICAP, AMC MICAP, Greensheet, and VVIP cargo

a. AMC MICAP is used to return an AMC en route aircraft to an operational condition—**has a higher priority than any other MICAP cargo**

b. ATOC Duty Officer is designated as the MICAP monitor for their shift

5. Biologicals, Blood, and Perishables

a. Items requiring freezing will be shipped in dry ice

b. Blood must never be allowed to freeze—will be shipped in wet ice

6. Registered Mail: must be stored in the security cage

7. Life or Death Emergency shipments

a. Shipper establishes whether the cargo is life or death emergency or not

b. This cargo is exempt from SET

c. This cargo is moved on the first available mission that will provide the most expeditious movement to the shipment destination

F. The Air Cargo Movement Process

1. Cargo is selected according to its destination, priority, and SET

2. After cargo is selected for palletization it is placed on the pallet from the heaviest items on the bottom and in the center of the pallet to the lightest on the top and sides of the pallet

3. The AMC Form 39, Pallet Invoice is completed: provides a record of the cargo placed on that pallet

4. Finally, the pallet is weighed and the DD Form 2275, Pallet Identifier is completed—this form is used to identify completed pallets by pallet identification number and originating and destination stations

5. The completed pallet is placed in the grid yard—a storage yard or facility for all in-transit and originating pallets

G. Oversized cargo

1. Multi-pallet Trains: when a piece of cargo is too large to fit within the dimensions of a 463L pallet, two pallets can be “married”

2. The documentation requirements for a multi-pallet train are the same as those for a single pallet

H. Cargo requiring Center of Balance marking

1. There are 4 types of cargo that require a Center of Balance marking

a. All vehicles and rolling stock

b. All multi-pallet trains

c. Items measuring longer than 10 feet

d. Any item having a balance point other than its center

I. Common Military Aircraft

1. C-130 Hercules: maximum of 90 pax or 6 pallets—pallet positions 3 and 4 require a safety aisle way be built

2. C-5 Galaxy: loaded through the front and/or rear cargo ramps; maximum of 340 pax on the cargo deck or 73 in the pax compartment; max of 36 pallets

3. C-17 Globemaster III: has two cargo configurations

a. Logistics (LGS) config: max 18 pallets

b. Aerial Delivery System (ADS) config: max 11 pallets

J. Load Planning: planning, selecting, sequencing, and monitoring each aircraft’s cargo/mail load

1. Will initiate and ensure all cargo manifests are prepared

2. Load Planning personnel must be HAZMAT inspector qualified

a. AF Form 4080 is used for load planning channel missions

b. AALPS is used for load planning contingency/unit movements

K. Space Blocking: a process used to allocate space for traffic that requires movement on a unique, non-recurring basis

L. Mission Handling Equipment (MHE) and Aircraft Loading

1. Forklifts

a. 4K: **does not move 463L pallets**; moves loose cargo up to 4,000 lbs

b. 10K Standard: designed to move 463L pallets up to 10,000 lbs

c. 10K AT: used for deployed locations to move 463L pallets up to 10,000 lbs

2. K Loaders

a. 25 K Standard: can carry up to 3 pallets with a total weight limitation of 25,000 lbs; can reach a height of 156 inches

b. 25 K Halvorsen: can carry up to 3 pallets with a total weight limitation of 25,000 lbs; can interface with all military and commercial cargo aircraft

c. 40K: can carry up to 5 pallets with a total weight limitation of 40,000 lbs

d. 60K Tunner: can carry up to 6 pallets with a total weight limitation of 60,000 lbs; can raise deck up to 222 inches to reach all military and commercial cargo aircraft

3. Loading Methods—3 basis types

a. Ground Ramp

b. Horizontal Ramp

c. Side Door Loading

4. Shoring—used to spread the weight of an item over a large floor area to protect the floor of the aircraft—3 basic types

a. Sleeper Shoring: required under vehicles with pneumatic tires that have less than 100 psi and weigh over 20,000 lbs—prevents the vehicle from bouncing up and down during flight

b. Rolling Shoring: wood planking laid down on the ramp and floor of the aircraft during loading and offloading—must be placed the entire distance the vehicle will travel—usually used for tracked vehicles

c. Parking Shoring: placed under vehicles in flight—always used in conjunction with Rolling Shoring

5. Tie-Down Equipment—3 types

a. CGU-1/B: ratchet type device with a rated capacity of 5,000 lbs

b. MB-1: tensioning grip, adjustable hook, quick release lever, chain lock, and chain pocket with a rated capacity of 10,000 lbs

c. MB-2: used to reduce the number of MB-1s used; tensioning grip, adjustable hook, quick release lever, chain lock, and chain pocket with a rated capacity of 25,000 lbs

II. Air Terminal Operations Center (ATOC)

A. ATOC is the focal point through which all information relating to airlift traffic flow is received, processed, and dispatched to all functional areas within the aerial port

1. Duty Officer: oversees and monitors aerial port operations and acts as a representative for the Operations Officer duty non-duty hours—MICAP Monitor

2. Information Control: gathers, processes and disseminates information pertaining to airlift and aerial port operations

3. Ramp Controller (RAMPCO): the “eyes and ears” of ATOC on the flightline—meets all inbound aircraft, physically inventories in-transit cargo, check aircraft for pax and cargo configuration, and delivers mission packages to outbound aircraft

4. Records, Reports, and Analysis (Data Records): responsible for maintaining, verifying, and transmitting all AMC transportation documents and data created within the aerial ports to HQ AMC

5. Capability Forecasting: provides terminal work centers with daily and monthly airlift forecasts; coordinates SAAM Missions and inbound/outbound clearance of explosives; handles all Diplomatic Clearances

B. Mission Types

1. Channel Missions: missions on a regularly scheduled basis—USTRANSCOM is the approval authority for Channel Missions

2. Special Assignment Airlift Missions (SAAM): airlift provided for the exclusive use of an agency to meet special consideration of pick-up, delivery, classification, off-route requirements, or other validating factors that preclude the use of channel missions

3. Joint Airborne Air Transportability Training (JA/ATT): provide basic airborne training and proficiency

4. Opportune Airlift Mission: any aircraft not on a scheduled channel mission that offers space for cargo and pax

5. Aeromedical Evac (AE): airlift of patients using specialized medical attendants and equipment

6. Operational Support Airlift (OSA): use of C-12 or C-21 aircraft during contingencies or major operations to move cargo and pax

C. Air Terminal Operation Tools

1. Schedule of Events (SOE): established timelines based on mission and aircraft type

2. Daily Station Workload: a forecast of all inbound and outbound air mobility missions operating at your airfield

3. Transportation Working Capital Fund (TWCF): management tool that promotes the efficient use of airlift and provides the flexibility to expand to meet changing airlift needs

a. The revolving fund structure helps to satisfy DOD’s recurring transportation requirements using a customer-provider approach—with the entire DOD as the customer—and AMC being the airlift provider

b. TWCF is how AMC operates and bills customers for services

5. Outside Agencies that Affect Aerial Port Operations

a. MOCC

b. Vehicle Ops

c. In-Flight Kitchen

d. Fuels

6. Revenue Traffic Data Processing Centers (RTDPC): collect, edit, and transmit movement data to provide **reimbursement of airlift funds** to the TWCF—**do not confuse with Records, Reports and Analysis**

D. ATOC’s Relationship with TACC

1. 618th Tanker Airlift Control Center (TACC): responsible for planning, scheduling, tasking, and executing air mobility forces

E. Aerial Port Expediter Program: aerial port personnel can on/offload all types of cargo from aircraft without the presence of a loadmaster

III. Passenger Operations

A. AMC Terminal Inspection Policy: to deter terrorist and criminal activity and to ensure, should deterrence fail, that damage to aircraft, facilities, and injuries to personnel are minimized

B. Ways to increase security

1. Monitoring Devices—closed circuit television systems

2. Public Address (PA) systems

3. Lighting

4. Backup Electrical Power

5. Single Point of Entrance/Exit

C. Types of Security Equipment

1. X-ray machine: used to inspect baggage only

2. Walk-Through Magnetometer: used to inspect pax for metal objects

3. Hand-Held Transfrisker: used to inspect pax for metal objects after they have set off the Magnetometer twice

4. Ion Scanner: used to detect explosives and illegal drugs

D. Passenger Processing

1. Regulations

a. AMCI 24-101, Volume 14, Passengers

b. DOD 4515.13-R, Air Transportation Eligibility

2. Dependents

a. Sponsor: the active duty, DOD civilian, or retired member who is responsible for dependents

b. Command Sponsored Dependents: dependents identified on PCS orders to accompany their sponsor on an overseas, accompanied tour

c. Non-Command Sponsored Dependent: dependents who are not identified on PCS orders

3. Flight Following: Space Required pax monitor the status of flights that might have seats then attend roll call for a flight on the chance that they might bet to fly on a flight

4. Space A Categories

a. Cat I = Emergency Leave (unfunded)

b. Cat II = Environmental Morale Leave (EML)

c. Cat III = Ordinary Leave, Permissive TDY House Hunting, Medal of Honor Recipients

d. Cat IV = Unaccompanied Dependents on EML and DOD Teachers on EML

e. Cat V = Permissive TDY, Foreign Military

f. Cat VI = Retired and Reserve

5. Baggage Allowances

a. Pax are allowed to check two bags not more than 70 lbs each and one carry-on bag

i. A3, B4, duffle and sea bags will be allowed to weigh up to 100 lbs and count as only one bag

b. Excess baggage is only permitted for Space Required pax with excess baggage authorized on their travel orders—Space A are not allowed to take excess baggage ever!

c. Baggage Pooling: allows pax to exceed normal checked baggage allowances when traveling in a group

i. all pax must present themselves and their baggage at the same time during check-in

ii. all pax must have the same destination

d. Pet Shipments

i. Pax are permitted to travel with household pets only

ii. Pax are only permitted to travel with pets when they are traveling Space Required on a PCS move

iii. Pets are considered excess baggage

8. Pax Selection for Flights

a. Pax are selected by destination, priority, and date/time of sign up—rank is not a factor in selection

9. Special Pax

a. Blue Bark: military, civilian, or dependents traveling as a result of the death of a family member

b. Coin Assist: passengers traveling as a result of a military member being a POW/MIA

c. Phoenix Raven: specially trained security forces personnel who travel inconspicuously on AMC aircraft to provide protection where security is unknown or deem inadequate for local threats

E. Passenger Selection Process

1. Pax are selected for movement based on destination, priority, and date/time of sign up

2. Delayed Flights

a. Category M (military): no support is provided to passengers as they are receiving per diem and require no further support

b. Category B (AMC contract commercial): two types of delay

i. Controllable: when a delay is found to be the responsibility of the carrier—carrier is responsible to support the pax with lodging, meals, and transportation

ii. Uncontrollable: when a delay is not the responsibility of the carrier (weather)—carrier supports the pax with lodging only and is reimbursed by AMC

3. Types of Manifests

a. Pre-Manifest: listing of all pax currently booked on a particular mission

b. Boarding Manifest: listing of all pax that have boarded the flight

c. Final Manifest: generated by GATES after the flight has departed

4. Pax Dispatch:

a. Nerve center of Pax Section

b. Maintain communication with ATOC

c. Ensure current information on aircraft arrivals/departures is received and disseminated throughout the section

IV. Fleet Service: primary function is to loading/unload fleet equipment, maintain galleys and lavatories, service aircraft latrines, clean aircraft interior

A. Three supply concepts of Fleet Services

1. Asset Visibility: understanding the quantity, condition, and location of property down to the unit of issue

2. Asset Control: the physical movement of fleet equipment from one location to another

3. Asset Accountability: once asset control and asset visibility are gained, accountability should follow hand-in-hand—personal accountability for assigned property

B. Clean Fleet vs. Dirty Fleet

1. Clean Fleet: the pickup and delivery of in-flight meals

2. Dirty Fleet: aircraft cleaning and servicing (including latrine servicing, trash, human waste)

V. Air Transportation Standardization and Evaluation (ATSEV): the purpose is to provide AMC/A4T and unit commanders with an assessment of a units ability to perform key air transportation processes ensuring standardized, repeatable, technically compliant process execution, while promoting a culture of professional excellence and personal responsibility

A. Three types of Evaluations

1. Personnel Evaluation (PE): an over-the-shoulder evaluation of a specific individual or team while performing a task

2. Quality Verification Inspection (QVI): an after-the-fact assessment following a process or task to verify the proper completion of that action

3. Special Inspection (SI): inspection not otherwise covered by QVI or PE—may include vehicle and equipment forms inspection, files, housekeeping, etc.

B. Detected Safety Violation: an observation made of an unsafe act committed by an individual not undergoing a PE—the evaluator will stop the unsafe act immediately and notify the person’s supervisor

VI. Air Transportation Combat Readiness and Resources (TRX/CCX)

A. Plans Function: coordinates with ANG/AFRC units to establish MPA days, annual training requirements and the Patriot Partner Program (ARC aerial ports “take over” an active duty port during annual training cycles

B. Mobility Function: manages, administers, and supports mobility programs for the unit

1. Unit deployment

2. Base reception of forces

3. Mobility exercises

4. Act as the Unit Deployment Manager

VII. Aerial Port Safety

A. Circle of Safety: a safety buffer zone of 10 feet around the aircraft inside of which spotters are required to approach the aircraft to service the aircraft (however, the overarching rule is that you must use spotters within 25 feet of an aircraft so this should never become an issue)

B. Concurrent Servicing: the simultaneous servicing of fuel **or** oxygen (but not both at the same time) with passengers on board, the performance of minor maintenance, fleet servicing, baggage/cargo loading/unloading

1. **Cargo containing explosives, oxygen, or flammable gases/liquids shall not be loaded/unloaded during concurrent servicing**